Completing an Evaluation

Use this guide to complete an online course evaluation.

Process Steps

1. Access the site using the link provided to you via e-mail.

2. Click on *(Login)* at the top, right corner of the screen.

    -   The *Returning to this web site? - Is this your first time here?* screen displays.

3. Enter the Username and Password you created for use on the site.

4. Click *Login*.

    -   The *Welcome* page displays.

5. Click *My courses* on the left side of the screen.

    -   The courses you have registered for and/or completed are listed.

         In order to access the evaluation for a course, you must first complete that course. Completed courses are identified with a "check" mark under "Your progress."

6. Click on the name of the course for which you would like to complete an evaluation.

    -   A link to the course evaluation will be presented in the lower middle of the screen.

7. Click the *Training Evaluation* link.

    -   The Training Evaluation page displays.

8. Answer survey questions, using the following scale to show agreement with each statement:

    -   *0 Not Applicable*
    -   *1 Not at All*
    -   *2 Very Little*
    -   *3 To Some Extent*
    -   *4 To a Great Extent*
    -   *5 To a Very Great Extent*

9. Once all responses have been made, click *Submit questionnaire*.

    -   A screen acknowledging receipt of your quesionnaire displays.

10. Log out or, as desired, continue working in the RI UHIP Learning Center.